

"Greenhouse" INTERREG IIIB Steering Committee Meeting Kaliningrad 29. May-2. June 2008

Agenda pr 21/4-08

30. may (friday)

Arrival day Stavanger (1600) and Pskov (1820) partners.
Dinner together in the evening for us. Meet in reception 2000.

31. may (saturday)

MORNING SESSION

09:00 Free time / socializing/ arrival. Everybody has not arrived yet.

12:00 – 13:00 **LUNCH TOGETHER**

AFTERNOON SESSION

13:00 Meeting in reception of hotel. Networking activities

20:00 Dinner at local restaurant

1. june (sunday)

09:00 Excursion to Svetlogorsk or Zelenogradsk
Social day with our partners. Informal talks and discussions

2. june (monday)

MORNING SESSION

0900 **Pickup in reception. Travel to Kaliningrad State Technical University for steering committee meetings**

- **Status of training sessions. Experiences so far. Jan & Kathrine**
- **Trainers and student sessions in September**
- **Each partners role and status in the project**
- **How will the students be followed up and what exactly shall we do**
- **Status on computer classrooms and equipment**
- **Reporting issues, documentation, newsletter, web Page**
- **Interrim report**

1300-1400

Lunch

AFTERNOON SESSION

14:00

- **Financial issues. Timesheets, receipts, transfers, tender issues**
- **Next steering committee meeting**
Meeting with partners on budgeting issues, reporting, dissemination, newsletter, brochures etc.
- **Future Greenhouse projects ?**
- Other issues**
Walkthrough with each partner my requests before the meeting. One to one sessions only

17:00

End of Greenhouse steering committee meeting

20:00

Dinner at local restaurant.

3. june (tuesday)

DEPARTURE DAY.

UIS start their training session in Kaliningrad